

**Public Health – Seattle & King County
Temporary Food Event – Coordinator’s Checklist
2012**

RETURN TO HEALTH DEPARTMENT DISTRICT OFFICE THIRTY (30) DAYS BEFORE EVENT.

(Submittal of checklist not required for single day events or events with five or less food vendors.)

*Providing the following information will help to ensure that you have a successful event. Be sure to notify all food booth participants of the Health Department requirement to apply for a Temporary Food Permit at least **TWO (2) WEEKS PRIOR TO THE EVENT**.*

Application for a Temporary Food Permit can be made on-line at <http://www.kingcounty.gov/healthservices/health/ehs/portal.aspx>

1. NAME OF EVENT: _____ DATE OF EVENT: _____
2. DESCRIBE EVENT LOCATION: _____

3. NAMES OF EVENT COORDINATORS/RESPONSIBLE INDIVIDUALS:

<u>Name</u>	<u>Address</u>	<u>Phone #</u> <u>(work & home)</u>
a. _____	_____	_____
b. _____	_____	_____
4. NUMBER OF ANTICIPATED FOOD BOOTHS: _____
5. DATE, TIME, LOCATION OF SCHEDULED MEETINGS WITH FOOD BOOTH PARTICIPANTS:

<u>Date</u>	<u>Time</u>	<u>Location</u>
a. _____	_____	_____
b. _____	_____	_____
c. _____	_____	_____
6. TIME OF: a. EVENT SET-UP: _____
 b. EVENT OPERATION: _____
7. DESCRIBE AVAILABLE RESTROOM FACILITIES FOR FOOD SERVICE WORKERS OF BOOTHS (within 200 feet of booth). Letter of availability may be required.

8. WHO WILL BE SUPPLYING PORTABLE TOILETS FOR THE PUBLIC? _____

(Portable toilets are sufficient for public patronage, but not food workers)
9. WILL ELECTRICITY BE PROVIDED TO THE FOOD BOOTHS? ___ Yes ___ No If yes, describe: _____

10. WILL EQUIPMENT WASHING FACILITIES BE PROVIDED FOR FOOD BOOTH OPERATORS? ___ Yes ___ No
(If event is over one day dishwashing facilities are required)
a. If yes, describe: _____
b. If yes, describe water supply: _____
c. If yes, describe waste water disposal: _____
11. HOW WILL GARBAGE BE DISPOSED? (i.e., available dumpsters, schedule for garbage removal, etc.):

12. _____

(Signature)

(Title)

(Date)

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401 5th Ave, 11th Floor
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